



jobs Wbproject &lt;jobswbproject@gmail.com&gt;

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**Assistant Director Resettlement & Legal**

1 message

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**khokhar Gul** <khokhargul@gmail.com>  
To: jobswbproject@gmail.com

Mon, Dec 19, 2022 at 10:38 AM

Most Respected Sir,

Currently I am working at Bahria Town Pvt Ltd Nawabshah, Since October-2015, as a **Deputy Manager Operations**, I saw your advertisement on the internet that you need experienced staff for your organization. I have administration experience which is mentioned in my CV

Therefore I want to increase my professional career over there and kindly consider my job application. I will prove myself very effective for your organization.

Yours Faithfully

GUL HASSAN KHOKHAR

+923089000234

**CV-Gul.doc**  
97K



# GUL HASSAN KHOKHAR

Deputy Manager Operations  
Bahria Town Pvt Ltd.  
khokhargul@gmail.com

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## Personal Summary

A highly professional, dynamic, impeccably presented and driven Person with vast knowledge & experience of working in fast paced environment and able to quickly understanding the mission, vision and values of a company. Possessing a proven ability to work within company guidelines and create an image that is up to date and right for its stakeholders.

Now looking for a new and challenging position, one which will make best use of my existing skills and also further my professional development.

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## Career Objective

To achieve a challenging position in a well reputed organization where I can utilize my skills and abilities effectively and efficiently towards organizational growth in healthy and competitive environment along with relationship building, career development and growth.

### Personal:

Father's Name : Khamiso Khan  
Date of Birth : August 17, 1986.  
Address : House No. 31 Jamali Colony Sakrand Road Dist: Shaheed Benazirabad  
CNIC # : 45402-9893432-3  
Cell # : 0333-7032191 – 0308-9000234  
Office # : 0244-36619100 Ext: 921  
Marital Status : Married

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## Professional Experience

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### **Bahria Town Pvt. Ltd**

Asst: Manager Operations - Oct 2015 – 17-Oct-2019

#### **Duties:**

- Assist Operations Manager in supervising daily operations of organization.
- Develop productive, profitable and achievement oriented working environment for employees.
- Address operational issues and concerns in a timely fashion.
- Supervise operations team to ensure operational excellence and excellent customer services.
- Educate operations team on best practices, company policies and service excellence standards.
- Develop and maintain operational guidelines for staffs.
- Assist in interviewing, recruiting, training, performance evaluation, and promotion and termination activities.
- Determine staffing requirements, work assignment and schedules for new projects.
- Perform routine maintenance and repair works for equipment.
- Maintain the facility clean, safe and organized.
- Evaluate inspection reports and service tickets and prepare invoices.
- Coordinate with General Manager in different operational issues and promotional activities.
- Evaluate current operational strategies and recommend improvements.
- Generate operational reports for management as needed.



**(Taj Corporation) Restaurant Business Unit Nawabshah Based**  
**Accounts Officer September 2014- to October 2015**

**Duties:**

- Daily sales reports & supports receipts, checking all control aspects and entering into accounting system & daily MIS format including coordinating with restaurant on documentation and banking assistance.
- Restaurant petty cash expense receipt, checking and organizing reimbursement.
- Bank reconciliation of all bank accounts including credit card settlement.
- Head office petty cash handling and processing reimbursement.
- Payment voucher and cheque preparation for all inventory suppliers, co-ordination with purchase on documentation.
- Other payments including rent, utilities & other standard payments as per credit terms.
- Key supplier account reconciliation.
- Monthly payroll working preparation from collecting all staff attendance records till working sheet, disbursement & pay slip distribution.
- Visiting local company locations for surprise audit on cash, inventory etc.
- Liaison / follow up with other departments and/or external agencies e.g. banks on need basis.
- Maintenance of asset register & updating.
- Assist Senior Accountant in accounting and year end finalization/audit.
- Interact with internal and external auditors in compiling audits.
- Prepare financial status reports and studies as needed; provide supervisors with historical information, accurate financial reports as requested.
- Other duties assigned from time to time based on requirement by the seniors.



**Engro Foods Ltd –**  
**Assistant Admin & Accounts Officer - Jul 2010- to Sep-2014**

**Duties:**

- Responsible for overall safe operation of the Area Office including payment cycles, logistic activity and administration.
- Monthly reconciliation of expenditure and Fixed and Control Assets with HO, reports the changes if any.
- Making shop rent agreements with vendors for Collection of Raw Material at located shop after mutual agreement, mostly the agreement made on 11 months and agreed price.

- Summarizing the monthly expenses occurred in area office on various accounts daily basis and report to the Manager Accounts as an overview of the budget.
- Arranging the Monthly/weekly meeting for business partners and area staff in well decorated possession as well, organizing all basics requirements like Lunch and sitting arrangement under disciplines and company policies.
- Payroll Processing, Petty Cash Management, Payments Settlement, Fund Administration
- Maintaining less than 15K cash in hand to support the field and business partners for all financial transactions.
- Disbursement of DES (Daily Expenses Statement) /voucher of filed staffs on approved criteria through joint account with the Company.
- Reconciliation of Bank Fund thoroughly however monthly validation sent to HO.
- To remain stable the joint Bank Account of the company all vouchers are sent in form of PCDV (Petti cash disbursement voucher) to HO for further reimbursement of the joint account of Area Office.
- To make sure the efficient routing of logistic and reports to the Manager Logistic for any diversion and unnecessary cost occurred.
- Conducting safety and documentation training to the Lower staff on monthly basis. Processing contractor bills on monthly basis to HRO.

Make sure the timely payments of utility bills of units around the area. Analysis of daily Gain Loss, logistic cost, vendor billings and warehouse inventory record through SAP is managed.

Qualification	HSE Trainings	Interest/Hobbies
MA Economics 2020	Attended Health and Safety Environment trainings organized by Engro Foods and Corporation	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Netsurfing</li> <li>• Listening music</li> <li>• Playing Cricket</li> <li>• Newspaper</li> <li>• Social Work</li> </ul>

○ REFERENCES – Available on request